

# INFORMATION FORM

OSPREY RUN HOMEOWNERS ASSOCIATION, INC.

Date: \_\_\_\_\_

Please complete the following information and:

Please email [secretarytreasurer@ospreyrun.com](mailto:secretarytreasurer@ospreyrun.com) and cc [michellec@citadelpmg.com](mailto:michellec@citadelpmg.com)

**Place in drobox located in the Mail Kiosk or:**

Mail to: Citadel Management Group, 40347 US HWY 19 N, Ste. 229, Tarpon Spring, FL 34689

ATTN: Tom Perzel

It is very important that our records concerning your unit be as accurate as possible at all times.

Should any of the following change from time to time, please keep us advised of the changes.

Please use **black ink** and print legibly or fill in directly. Form must be complete or will be returned.

**NOTE: IF UNIT IS LEASED, PLEASE COMPLETE PAGE TWO**

## Owner(s) Information

**Please Print:**

Unit Address: \_\_\_\_\_

Unit Owner(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Cell: \_\_\_\_\_

Reside at unit year-round? YES ( ) If not, from: \_\_\_\_\_ To: \_\_\_\_\_

If no, Mailing address: \_\_\_\_\_

Vehicle(s)	Make/	Model/	Color/	License Plate Number
1#	/	/	/	/
2#	/	/	/	/
3#	/	/	/	/

Pool Fob Key# \_\_\_\_\_ Date DECALS received: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Thank you for taking the time to complete the above. Please know that all information is kept private and secure. This will enable us to take care of any emergency and contact you, as soon as possible.

Your Board of Directors of

OSPREY RUN HOMEOWNERS ASSOCIATION, INC.

**NOTE: IF UNIT IS LEASED, PLEASE COMPLETE PAGE TWO**

Office use only: scanned/sent to Citadel Mgmt:	<input type="checkbox"/>	Scanned and sent to President and V. Pres:	<input type="checkbox"/>
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Lessee(s) Information only

**Note: You must keep Owner's or Agent information attached. Complete ALL information**

Please Print:

Unit Address: \_\_\_\_\_

**MANDATORY**

Term of Lease: From: \_\_\_\_\_ To: \_\_\_\_\_

Name of lessee: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Name of lessee: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Number of children/ages: \_\_\_\_\_

Vehicles(s)	Make/	Model/	Color/	License Plate Number
1#	/	/	/	/
2#	/	/	/	/
3#	/	/	/	/

Pool Fob key# \_\_\_\_\_ Date DECALS received: \_\_\_\_\_

**MANDATORY**

I would like to have my name and phone number in the Entry Gate Directory Kiosk      YES      NO

**\*\* Please Note if you don't add name and number in the gate guest will not be able to get in. \*\***

If NO, Call Citadel Management at 727-938-7730 to add your name to the system with your home/and or cell phone which will allow you and your guests into the community. Look up your name in the gate box to retrieve your 3 digit directory code. You press 9 to let guests in from your home/cell phone.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

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